



**Registered Charity No. 227480**  
**Minutes of the Meeting of Billingshurst Centre Committee**  
**Wednesday 26 October 2022 7.00pm**

**Present**

Cllrs Ken Peters (Chairman), Paul Berry, Phillip Day and Sandy Duck.

**In Attendance**

G Burt, Clerk to the Council

**73/22 Chairman's Announcements.**

The Chairman reminded Members

1. That the meeting was being streamed to the internet.
2. That Cllrs wishing to speak should raise their hand and speak clearly and loudly.

**74/22 Apologies for Absence.**

Apologies for absence were received from Cllrs Craig Gale and Sarah Wilson due to prior engagements. On the proposal of Cllr Ken Peters seconded by Cllr Sandy Duck, **RESOLVED** that the apologies and reasons given be accepted.

**75/22 To Receive Declarations of Interest and Notification of Changes to Members' Interests.**

None.

**76/22 Minutes.**

The minutes of 28 September 2022, previously circulated, were taken as read. On the proposal of Cllr Ken Peters, seconded by Cllr Sandy Duck, **RESOLVED** that the minutes be approved and signed as a correct record accordingly, subject to the addition of */Council* after *Charity* Min 65/22 line 4.

**77/22 Matters Arising.**

Ref 71/22 A Cllr queried why a lease would be given rather than a license; the Clerk explained that this was the model used by the concessionaire, but agreed that if the charity was to grant a lease, then advice may be need from the Charities Commission.

**78/22 Public Session (Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).**

None.

**79/22 To approve payments for September 2022.**

Details of payments totalling £16,707.97 for September 2022 had been previously circulated – Appendix A. On the proposal of Cllr Phillip Day, seconded by Cllr Ken Peters, **RESOLVED** that the payments be approved and published on the Council's website accordingly.

**80/22 To approve Bank Reconciliations Current & Main Reserve Accounts and Second Reserve Account.**

On the proposal of Cllr Ken Peters, seconded by Cllr Paul Berry, **RESOLVED** to approve bank reconciliations as follows, which were then initialed by Cllr Ken Peters.

Current Account / Bank Statement 210 – Appendix B

Reserve Account / Bank Statement 321 - Appendix B

New Reserve No 2 Account / Bank Statement 49 - Appendix C

**81/22 To receive Q2 budget report.**

NOTED. Members agreed that to set budgets in the current climate was pointless. They were also pleased to see healthy booking income.

**82/22 To review and ratify current Direct Debits and Standing Orders.**

On the proposal of Cllr Paul Berry, seconded by Cllr Phillip Day, **RESOLVED** to ratify the DDs and SOs presented.

**83/22 Centre Manager's Report for October.**

The Committee **NOTED** the report from the Manager, previously circulated. Members' usual thanks to the Manager would be conveyed accordingly. The Clerk would pass on to the Manager the suggestion of either hiring a floor buffer or using a contractor.

**84/22 Any other matters for information only.**

The Clerk reported that he understood from Cllr Craig Gale, that it was intended to publicise that donations to the Food Bank could be brought to the Centre on Sunday mornings in future, complementing other drop-off points in the village.

**85/22 Date of the Next Meeting.** Wednesday 14 December 2022 at 7.00pm.

*The meeting closed at 7.17pm.*

**Chairman**

**Date**

Date: 20/10/2022

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Cashbook 1

User: SARA H

## Natwest Bank Accounts

Payments made between 01/09/2022 and 30/09/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2022	Horsham District Council	DD	114.00	114.00			500		No Domestic Rates 2022/23
06/09/2022	Cooper & Withcombe	CHEQUE	1,020.00		170.00	4103	100	850.00	Centre Improvements
07/09/2022	Ballpoint Office Supplies Ltd	003921	29.99	29.99			500		White A4 Paper
07/09/2022	Squeegee Clean	003922	578.00	578.00			500		Window Clean
07/09/2022	Surrey Hills Solicitors	003923	360.00	360.00			500		Electric Charging Points Advic
07/09/2022	Billingshurst Parish Council	003924	4,287.19	4,287.19			500		August Payroll
07/09/2022	Sussex Land Services	003925	246.00	246.00			500		Garden Contract
07/09/2022	ICA Electrical Contractors	003926	468.00	468.00			500		PAT Testing
07/09/2022	Ballpoint Office Supplies Ltd	correct	29.99	29.99			500		Purchase Ledger
07/09/2022	Squeegee Clean	correct	-578.00	-578.00			500		Purchase Ledger
07/09/2022	Squeegee Clean	correct	578.00	578.00			500		Purchase Ledger
07/09/2022	Surrey Hills Solicitors	correct	-360.00	-360.00			500		Purchase Ledger
07/09/2022	Surrey Hills Solicitors	correct	360.00	360.00			500		Purchase Ledger
07/09/2022	Billingshurst Parish Council	correct	-4,287.19	-4,287.19			500		Purchase Ledger
07/09/2022	Billingshurst Parish Council	correct	4,287.19	4,287.19			500		Purchase Ledger
07/09/2022	Sussex Land Services	correct	-246.00	-246.00			500		Purchase Ledger
07/09/2022	Sussex Land Services	correct	246.00	246.00			500		Purchase Ledger
07/09/2022	ICA Electrical Contractors	correct	-468.00	-468.00			500		Purchase Ledger
07/09/2022	ICA Electrical Contractors	correct	468.00	468.00			500		Purchase Ledger
09/09/2022	Beeches Buffet	CARD	80.40	80.40			500		Purchase Ledger
12/09/2022	Amazon	CARD	9.67		1.61	4110	100	8.06	Frame for condolance table
12/09/2022	Amazon	CARD	2.00		0.33	4060	100	1.67	Pens for condolance table
12/09/2022	In Clover	CARD	54.00			4110	100	54.00	Flowers for condolance table
15/09/2022	Robin Nugent Architects	003927	1,656.00	1,656.00			500		Centre Update
15/09/2022	Robin Nugent Architects	correct	-1,656.00	-1,656.00			500		Purchase Ledger
15/09/2022	Robin Nugent Architects	correct	1,656.00	1,656.00			500		Purchase Ledger
16/09/2022	Vital Parts Ltd	CATD	15.25	15.25			500		Tube feet for chairs
20/09/2022	Horsham District Council	BACS	30.95	30.95			500		Refuse Collection August
20/09/2022	drax	DD	369.88	369.88			500		Electricity
22/09/2022	HMRC	BACS	51.80			4020	100	51.80	Paye
22/09/2022	Beeches Buffet	CARD	399.84	399.84			500		Catering
22/09/2022	Amazon	CARD	4.99			4090	100	4.99	Tennis Balls for cleaning
23/09/2022	Casual Staff	BACS	891.49			4020	100	891.49	Payroll
26/09/2022	Gazprom Energy	BACS	21.16	21.16			500		Gas
27/09/2022	Sport and Play Ltd	003928	5,587.20	5,587.20			500		Main Hall floor repairs

Subtotal Carried Forward:

16,307.80

14,273.85

171.94

1,862.01

## Natwest Bank Accounts

Payments made between 01/09/2022 and 30/09/2022

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
27/09/2022	K T Fabrications Ltd	003929	36.00	36.00		500			Repair to chair
27/09/2022	Sussex Land Services	003930	246.00	246.00		500			Centre Contract
27/09/2022	Lamps Direct	CARD	73.94		12.32	4110	100	61.62	Projector Lamp for Main Hall
27/09/2022	Sport and Play Ltd	correct	-5,587.20	-5,587.20		500			Purchase Ledger
27/09/2022	Sport and Play Ltd	correct	5,587.20	5,587.20		500			Purchase Ledger
27/09/2022	K T Fabrications Ltd	correct	-36.00	-36.00		500			Purchase Ledger
27/09/2022	K T Fabrications Ltd	correct	36.00	36.00		500			Purchase Ledger
27/09/2022	Sussex Land Services	correct	-246.00	-246.00		500			Purchase Ledger
27/09/2022	Sussex Land Services	correct	246.00	246.00		500			Purchase Ledger
30/09/2022	Natwest	BACS	44.23			4115	100	44.23	Bank Charges

<b>Total Payments:</b>	16,707.97	14,555.85	184.26					1,967.86	
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Date: 20/10/2022

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Bank Reconciliation Statement as at 20/10/2022  
for Cashbook 1 - Natwest Bank Accounts

User: SARAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Current Account	30/09/2022	210	100.00
Business Reserve Account	30/09/2022	321	85,411.61
			<u>85,511.61</u>

Unpresented Cheques (Minus)

			<u>Amount</u>
09/08/2022	003917	Billingshurst Parish Council	4,287.19
09/08/2022	003917	BPC	925.00
09/08/2022	003917	BPC	850.00
19/08/2022	CARD	Screwfix	13.98
19/08/2022	Correct	Digital Managed Print Services	98.91
19/08/2022	correct	Sign Quick	381.60
07/09/2022	correct	Billingshurst Parish Council	4,287.19
07/09/2022	correct	ICA Electrical Contractors	468.00
27/09/2022	correct	Sport and Play Ltd	5,587.20
27/09/2022	correct	K T Fabrications Ltd	36.00
27/09/2022	correct	Sussex Land Services	246.00
			<u>17,181.07</u>
			68,330.54

Receipts not Banked/Cleared (Plus)

20/09/2022	BACS	56.88
27/09/2022	001772	51.15
27/09/2022	001772	107.25
27/09/2022	001772	34.10
27/09/2022	001772	51.15
27/09/2022	001772	122.90
27/09/2022	001772	15.00
		<u>438.43</u>
		68,768.97

Balance per Cash Book is :- 68,768.97

Difference is :- 0.00

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Bank Reconciliation Statement as at 20/10/2022  
for Cashbook 3 - Natwest 1042

User: SARA H

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest 1042	31/08/2022	49	60,236.30
			<u>60,236.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,236.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,236.30
		<b>Balance per Cash Book is :-</b>	<b>60,236.30</b>
		<b>Difference is :-</b>	<b>0.00</b>